



# SUPERVISING DENTIST, CORRECTIONAL FACILITY

SR12/9371- Exam Code: 1RC02



California  
Department of Corrections  
and Rehabilitation

**OPEN – STATEWIDE**

## CONTINUOUS FILING Internet Examination

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

### EXAMINATION BASE

#### DEPARTMENTAL OPEN FOR:

#### Department of Corrections and Rehabilitation (CDCR)

Positions currently exist statewide with CDCR.

### POSITION DESCRIPTION

A Supervising Dentist, Correctional Facility (CF), under the direction of the Chief Dentist, CF, oversees the dental services in a correctional facility; provides leadership, training, and clinical instruction; charts reviews; serves as a consultant on unusual or difficult cases, and ensures compliance with the Dental Policies and Procedures.

### WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination. Applications will not be accepted on a promotional basis.

### HOW TO APPLY

The Application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Supervising Dentist, Correctional Facility is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Experience Assessment on the Internet by connecting to the following on-line instructions:

[http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp)

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at 1-866-844-8671.

### APPLICATION DEADLINE/ REQUIREMENTS

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their applications.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

### SALARY RANGE

**Currently, as of July 1, 2007:**

\$20,561 - \$24,053 per month

Through October 2011, full-time employees' monthly salary will be reduced by 4.62% in exchange for eight (8) hours of leave, credited to each employee's leave balances as Personal Leave Plan 2010 credit.

**BENEFITS**

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>.

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Possession of the legal requirements for the practice of dentistry in California as determined by the California Board of Dental Examiners. (Applicants may be admitted to the examination prior to meeting these requirements, but the Board of Dental Examiners must determine that all legal requirements have been met before candidates will be eligible for appointment.)

**And**

**Education:** Graduation from an approved dental school.

**And**

**Either I**

**Experience:** Two years of professional dental experience in a California State Institution.

**Or II**

**Experience:** Three years of experience in the practice of dentistry including one year of dental experience on the staff of a hospital or clinic or in the armed services.

**Special Personal Requirements:** Empathetic understanding of patients in a State correctional facility; willingness to work in a State correctional facility; tact; patience; emotional stability; alertness; and keenness of observation.

**Special Physical Requirements:** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

**EXAMINATION PLAN**

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%**

**Knowledge of:**

1. Modern methods and principles of general dentistry and dental surgery including its preventative aspects and skill in their application.
2. Oral hygiene and prevention and treatment of diseases of the mouth.
3. Principles and priorities of personnel management and effective supervision.
4. A Manager's/Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.
5. Inmate Appeals (CDC 602) program.

**Ability to:**

1. Prescribe and fit dental prostheses.
2. Analyze situations accurately and take effective action.
3. Maintain effective working relationships with health care professionals and others.
4. Provide adequate clinical records review of patients' treatments.
5. Ensure adherence to established clinical policies and procedures.

**EXAMINATION PLAN  
(Continued)**

**Ability to (Continued):**

6. Provide clinical instruction.
7. Plan, organize, and direct the work of a group of professional and ancillary dental personnel.
8. Estimate future requirements for dental equipment and supplies.
9. Coordinate the dental program with other institutional programs.
10. Keep records and prepare reports.
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**ELIGIBLE LIST  
INFORMATION**

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**VETERANS POINTS/  
CAREER CREDITS**

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

**GENERAL INFORMATION**

**Applications** are available at the State Personnel Board or their website at [spb.ca.gov](http://spb.ca.gov), local offices of the Employment Development Department, the California Prison Health Care Services, and at the California Department of Corrections and Rehabilitation.

**If you meet the requirements** stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**The California Prison Health Care Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038  
[www.cphcs.ca.gov](http://www.cphcs.ca.gov)